

## POSITION VACANCY

### ORCHARD MANOR

Assistant Dietary Manager  
Benefit Position

Posted January 30, 2012



Under the supervision of the Dietary Supervisor, plans and organizes the complete functions of the Dietary Department including scheduling. Is responsible for maintaining dietary records, provides monthly budget monitors, is in charge of purchasing and inventory maintenance, assists in menu planning, assists in the development and maintenance of dietary policies and procedures, performs supervisory functions of all dietary staff.

Must have completed an accredited food service supervisor's course. One year of experience in an institutional setting and experience in purchasing and inventory of dietary supplies preferred. Completion of minimum of 12 hours of sanitation training or completion of National Restaurant Certification course with Certificate. High School graduate or equivalent.

This is a full-time position with variable working hours, Monday through Friday. Occasionally responsible for weekend events or supervision. Subject to call.

Applications are available online at [www.omanor.com](http://www.omanor.com) or call 608-723-2113 for more information. Anyone interested should apply to the address below no later than February 13, 2012 by 4:00pm:

Employee Services  
Orchard Manor  
8800 U.S. Hwy 61  
Lancaster WI 53813

*This is an Affirmative Action/Equal Employment Opportunity Employer (AA/EEO). All qualified applicants are encouraged to apply, including minorities, veterans, women, and persons with work related limitations.*